

BOSTON COLLEGE CELL PHONE/PDA POLICY

DATE EFFECTIVE: January 1, 2009

PURPOSE: Boston College offers a taxable allowance for cell phone/Personal Digital Assistant (PDA, Personal Digital Assistant including but not limited to Blackberry, iPhone, etc.) service to employees whose duties and responsibilities require them to carry cell phones/PDAs. This policy allows the University to meet IRS regulations regarding business versus personal use of cell phones/PDAs. This policy applies to personally owned cell phones/PDAs and University owned cell phones/PDAs).

DEFINITIONS:

- Personally owned cell phones/PDAs are phones that the employee owns, but they are also used for business purposes. This includes cell phones/PDAs which were originally purchased using University funds prior to the issuance of this policy.
- University owned cell phones/PDAs are phones that the University owns and the employee uses for business purposes only. University owned cell phones/PDAs must be authorized by University VP/Divisional approval. Business and personal calls must be logged. Phone bills for university owned cell phones/PDAs must be reviewed monthly by department heads to verify business use.
- A departmental cell phone/PDA is a shared phone and is turned in by each employee at the end of his/her shift. Departmental cell phones/PDAs are to be used for business purposes only. Phone bills for departmental cell phones/PDAs must be reviewed monthly by department heads to verify business use.

POLICY: The appropriate Vice President, or designee, may authorize a cell phone/PDA allowance for employees who use their personal cell phone/PDA for University business. If authorized, employees required to use their personal cell phone/PDA for University business will receive compensation in the form of a cell phone/PDA allowance. Simple convenience is not a criterion for a cell phone/PDA allowance. An allowance may be authorized if at least one of the following two criteria is met:

- 1) The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the University that they are accessible during those times.
- 2) The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

SCOPE AND APPLICABILITY: This policy is applicable to all faculty and staff of Boston College as referenced in the specific procedures and guidelines outlined below.

Approval of Allowance

Employees whose duties and responsibilities require them to carry a cell phone/PDA are eligible for a cell phone/PDA allowance. A cell phone/PDA allowance may be requested using the Cell Phone/PDA Allowance Request Form located at <http://www.bc.edu/offices/controller/>. The allowance must be approved by the appropriate Vice President, or designee.

Allowance Amount

The recommended dollar allowance is \$50 per month based on individual job requirements. A Vice-President may approve other amounts.

The employee is responsible for the purchase of the cell phone/PDA equipment to be used for basic cell service. Costs for cosmetic or technical extras that have no business purpose are also the responsibility of the employee. In those circumstances where advanced features such as email, calendar integration, or push-to-talk capabilities are required for business purposes, approval by the Vice President, or designee, must be obtained to provide all or part of the funding of this advanced equipment. Cell phones/PDAs and related equipment if purchased by the University are University property.

Payment

The cell phone/PDA allowance is paid through Payroll and is included in the employee's check/direct deposit. The allowance shows as a separate line item on the employee's pay stub.

This allowance does not increase the employee's base salary and will not be included in the calculation of any University benefits. This allowance is subject to all applicable taxes.

Using the Cell Phone/PDA Service

The cell phone/PDA service is personally owned by the employee and may therefore be used for both personal and business calls. An employee with a cell phone/PDA allowance must maintain an active cell phone/PDA contract for the life of the allowance.

Note that misuse of the phone – using it in ways inconsistent with University policy or with local, state or federal laws – will result in immediate cancellation of the cell phone/PDA allowance.

Business and Review Requirements

The employee's supervisor is responsible for an annual review of the business need for a cell phone/PDA allowance to determine if allowances should be changed or discontinued.

If an employee is terminated, resigns, transfers or is no longer eligible for a cell phone/PDA allowance, the employee's supervisor should submit a revised Cell Phone/PDA Allowance Request Form noting "Discontinue allowance as of XX/XX/XX" in the business justification section of the Form.

Contract Changes or Cancellations

If, prior to the end of a cell phone/PDA contract, a personal decision, employee misconduct, or misuse of the phone results in the need to change or end the cell phone/PDA contract, the employee will bear the cost of any associated contract termination fees.

If, prior to the end of the cell phone/PDA contract period, a University decision is made (unrelated to employee misconduct) which results in the need to change or end the cell phone/PDA contract, the University will bear the cost of any associated contract termination fees.

Effective January 1, 2009, Boston College will no longer directly pay any vendor for Cell Phone/PDA via Accounts Payable by check or P-Card.